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ABSTRACT

This document describes Career Day in Killeen Independent School District in Texas, a program designed by one school guidance department to meet the developmental needs of middle school students, to make students aware of the options available to them after high school, and to help students understand that preparation and achievement now is the basis for goal attainment in the world of work later. The format of the half-day program is presented and it is noted that students will attend three 35-minute sessions on careers of their choice which will be led by experienced persons in the fields. A timetable outlines procedures to be completed as early as 10 to 12 weeks before the scheduled career day and as late as 2 to 3 days after the career day. The schedule suggests when to: get approval for career day, poll students to determine career interests, arrange for parent-presenter volunteers, schedule students for sessions, write press releases, arrange for audiovisual equipment, meet with student guides, welcome presenters, compile student and presenter evaluations, and thank presenters. Materials provided in this document include forms for scheduling of career day, session rosters, letters to parents, worksheets of career presenters, student poll forms, letters to presenters, suggestions for presenters, the Career Day agenda, memos to faculty, and student and presenter evaluation forms. (NB)

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WHAT'S IN STORE FOR THE FUTURE:

A CAREER DAY MODEL

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CAREER DAY - A MODEL

RATIONALE:

Career Day is planned and coordinated by the guidance department in an effort to meet the developmental needs of our students. The middle school Career Day is designed to make students aware of the options available to them after high school. It is planned to present the concept that preparation and achievement, now, is the basis for goal attainment in the world of work, later.

FORMAT:

Career Day will be held on Friday, May 4. Students will attend three sessions, of 35 minutes each, on careers of their choice. Each session will be conducted by an experienced person in the field. The schedule during the day will be modified to allow for these sessions to occur either prior to the student lunches or after the student lunches.

MORNING	AFTERNOON
1st Period 8:05 - 8:45 Distribute schedules Presenters-coffee/donuts	1st-5th Period 8:05 - 12:00 Early dismissal schedule (Lunch is earlier)
Session 1 8:50 - 9:25 Session 2 9:30 - 10:05 Session 3 10:10 - 10:45	6th Period 12:05 - 12:50 Presesnter Luncheon Class for students
3rd Period 10:50 - 11:10 Student Evaluation Begin Luncheon/Evaluation	Session 1 12:55 - 1:30 Session 2 1:35 - 2:10 Session 3 2:15 - 2:50
4th-8th Period 11:15 - 3:20	8th Period 2:55 - 3:20 Student/Presenter Evaluation

Presenters will be greeted in the library and have time to mingle with other presenters. If it is a morning career day, coffee and donuts will be provided and presenters will return after the sessions for their luncheon and to do an evaluation. If it is an afternoon career day, the luncheon will be provided and the presenters will return to do an evaluation.

FORMAT continued . . .

Each teacher will serve as the host or hostess for his/her classroom. They will check roll, introduce the speaker and monitor behavior. Students who misbehave will be sent to d-hall. Students arriving after the presenter has begun will also report to d-hall. Students who lose their schedule will report to d-hall.

The class period immediately prior to the beginning of the sessions will be used to distribute the student schedules.

Students will follow the career schedules given to them, going to the first career listed for the first session. After 35 minutes a bell will ring, followed by a 5 minute passing period. Students will use the passing period to report to the second session (second career listed). This process will be repeated until the students have been to all three scheduled career preferences.

The presenters will repeat the same presentation for the three sessions.

The class period immediately following the three career sessions will be used to complete the evaluations.

TIME TABLE:

10-12 weeks before scheduled career day

- Schedule career day date and time with principal
- Call a faculty meeting to present career day plans.
- Ask a parent member of your campus guidance committee to chair the Luncheon Committee. Provide that person with names of parent volunteers who have expressed an interest in baking and providing refreshments.
- Survey school parents for career expertise and their willingness to be a presenter. Distribute through homeroom or a designinated class period.

6 - 8 weeks before scheduled career day

- First of two student polls to determine career preferences. This poll will narrow the original list of 50-60 career choices to the top 35-40. (This number depends on the number of classrooms used for presentations.)
- Match the top 35-40 career choices to the parent-presenter volunteers. Notify these parents.
- Begin calling community people to fill the other career slots.
- Second student poll to determine career preferences. Have students rank their top six career choices from the list of 35-40 career fields.

4 weeks before the scheduled career day

- Try to have all presenters notified and committments made.
- Ask the career investigations teacher or librarian to order or have ready a 30 minute film or video as a back-up for a no-show presenter.
- Ask one or two teachers to be monitors of a detention hall for students who misbehave, lose career schedules or arrive late to a session.
- Check with Luncheon Committee to monitor their progress.
- Send Presenter Packets to all presenters.
- Canvas classrooms to determine exact number of students that can be assigned to that room.
- Assign rooms and hosts to presenters. (Assign rooms with large capacities to careers with large student interest.)
- Order thank-you notes.

2 - 3 weeks before schedule career day

- Begin scheduling students to career preferences as follows:
  1st choice to 8th graders, then 7th graders then 6th graders
  2nd choices to 8th graders, then 7th graders then 6th graders
  3rd choices to 8th graders, then 7th graders then 6th graders

2 - 3 weeks before scheduled career day continued . .

- Be sure to get career preferences and make career assignment for all students entering new to your school.
- Write press-release. Distribute to appropriate sources.
- Arrange for Counselors Crowd, Student Council, Honor Society or other group to serve as guides for presenters.

1 week before scheduled career day

- Call all presenters to remind them of career day and to ask if they need AV materials.
- Arrange for AV materials.
- Check on plans for the Luncheon.
- Check with career investigations teacher or librarian on contingency video/film.
- Make sure each student in school has a career schedule.
- Make a name tag for each presenter.

The day of the scheduled career day

- Distribute career schedules to all students.
- Help set up for Luncheon.
- Meet with student guides.
- Welcome and greet presenters.
- Let Career Day begin.
- Have students and presenters do an evaluation.

The day after career day

- Relax
- Do as little as possible.

2 - 3 days after career day

- Compile evaluations.
- Write thank-you notes and send copy of the evaluation to the presenters.
- Write thank-you notes to Luncheon Committee.

SCHEDULING OF CAREER DAY:

A large area will be needed in order to lay out rosters for all 30 -35 careers to be represented. It is preferrable if this arrangement can be left undisturbed for the duration of the scheduling process.

Preparation for scheduling

- Collect all student career preference sheets (2nd poll). Separate by grade level.
- Verify that you have a preference sheet for each student enrolled including new enrollees.
- Fill in the information at the top of the Career Rosters. Make a separate roster for each of the three sessions.
- Circle, in red, the number on the roster that indicates capacity for that room.
- Solicit help from parents or teachers to do scheduling.

Scheduling procedures

- Begin scheduling the eighth grade preference sheets with the goal in mind of giving each eighth grader their 1st choice.
- Lay out the Career Rosters (three for each of the 35-40 careers). You may wish to do this in alphabetical order.
- Distribute the eighth grade preference sheets (according to the 1st choice) and place on top of corresponding roster.
- To facilitate preference sheet distribution, leave career name, presenter's name and room number visible.
- Beginning with any career field you wish, assign the students whose preference sheets are on top of the rosters to those three career rosters.
- There are three sessions for each career field. Keep roster sizes balanced. (If 10 students have chosen army recruiter as their 1st choice assign four to session 1 and three each to sessions 2 and 3.)
- At the same time that you are assigning students to the Career Rosters be sure to fill in the student's preference sheet with the corresponding session number, career field, presenter name and room number.
- Repeat this process for all 35-40 career feilds until all eighth graders have been scheduled into their 1st choice.
- Repeat the entire scheduling procedure for all students as follows:

  1st choice- seventh graders then sixth graders
  2nd choice- eighth graders, then seventh, then sixth grader
  3rd choice- eighth graders, then seventh, then sixth grader

- It may be necessary to use fourth, fifth, and even sixth choices in the later stages of the scheduling process.

PRESENTER _____ SESSION TITLE _____

SESSION ROSTERS

SESSION #1	SESSION #2	SESSION #3
Students	Students	Students
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
16.	16.	16.
17.	17.	17.
18.	18.	18.
19.	19.	19.
20.	20.	20.
21.	21.	21.
22.	22.	22.
23.	23.	23.
24.	24.	24.
25.	25.	25.
26.	26.	26.
27.	27.	27.
28.	28.	28.
29.	29.	29.
30.	30.	30.

April, 9, 1990

Dear Parents,

Plans have been initiated for our annual Career Day at Eastern Hills Middle School. On May 4, 1990, during the afternoon, each student will be scheduled to hear three speakers of their choice.

If you would be interested in sharing your career field, as a presenter, on Career Day, please fill out the form at the bottom of this page and have your child return it to the counselor's office by Friday, April 13, 1990.

Presenters will explain their career or profession, including actual work done, education or training needed, advantages and disadvantages of the career, salary range, chances for advancement and other information about the job. This would take approximately three hours of your time on that day.

We are excited about this event and hope that many of our students' parents will be able to participate. If you need more information please call either of us at 690-6016. Thank you for your interest and support.

Sincerely,

_____
Sharon Brown, 6th and 7th Grade Counselor

_____
Nan LaCavera, 8th Grade Counselor

****

I am interested in being a presenter on Career Day. Yes____ No____

Parent's Name _____

Student's Name _____ **Grade** _____

Address _____

Work Phone _____ **Home Phone** _____

Occupation _____

WORKSHEET - CAREER PRESENTERS

CAREER	PRESENTER	ADDRESS	TELEPHONE	INITIAL CONTACT	PHONE CONFIRM	THANK YOU

STUDENT CAREER PREFERENCES

(First Poll)

Students, we are beginning preparations for Eastern Hills' annual Career Day. Below are over 60 career choices. We will offer 35-40 on Career Day. Please help us narrow the career choices to the ones you are most interested in seeing.

IN THE BOX AT THE BOTTOM OF THE PAGE, LIST THE SIX(6) CAREER CHOICES THAT ARE OF MOST INTEREST TO YOU.

Accountant
Actor/Actress
Aeronautics
Artist
Bank teller
Banker
Brick/Stone mason
Building Contractor
Chef/cook
Child abuse investigator
Child care provider
Computer science career
Counselor
Dance instructor
Dental hygienist
Dentist
Doctor
Electrician
Electronic careers
Firefighter
Flight attendant
Floral designer
Hair dresser
Home economist
Hotel/motel industry
Hypnotherapist
Insurance agent
Interior decorator
Judge
Karate instructor
Law Enforcement Officer
Mechanic
Military recruiter
Minister
Model
Mortician
Musician
Newspaper reporter
Nurse
Orthodontist
Paramedic
Park ranger
Pharmacist
Photographer
Physical therapist
Pilot
Psychologist
Radio broadcaste
Radiologist
Real estate
Secretary
Social worker
Teacher
TV broadcaster
Travel agent
Truck driver
Veterinarian
Weatherman
Welder

CHOICE	CAREER	Counselor's Use Only
1st		6
2nd		5
3rd		4
4th		3
5th		2
6th		1

STUDENT CAREER PREFERENCES

(Second Poll)

PRINT
STUDENT NAME _____

GRADE _____ **3rd PERIOD TEACHER** _____ **ROOM #** _____

CAREER AREA	PRESENTER	RM#	TIME/ SESSION
			1
			2
			3

Career Day will be held on Friday, May 4, 1990 at Eastern Hills Middle School. Each student will atttend 3 sessions on careers of his or her choice. Each session will be conducted by a qualified person in the field as listed on the bottom of this sheet.

Consider these careers carefully, then indicate those fields that are of most interest to you.

Select the six (6) careers in which you would be interested.
Number your choices 1 through 6, making your first choice # 1.

At the top of this page fill in ONLY your name, grade, 3rd period teacher and room number.

_____ 1. Accountant
_____ 2. Aeronautical careers
_____ 3. Actor/Actress
_____ 4. Artist
_____ 5. Attorney (A-L)
_____ 6. Attorney (M-Z)
_____ 7. Banker
_____ 8. Child abuse investigator
_____ 9. Child care provider
_____ 10. Construction worker
_____ 11. Counselor/Psychologist
_____ 12. Dance instructor
_____ 13. Dentist
_____ 14. Doctor (A-L)
_____ 15. Firefighter
_____ 16. Floral designer
_____ 17. Hair dresser
_____ 18. Hypnotherapist
_____ 19. Interior decorator
_____ 20. Karate instructor
_____ 21. Law enforcement officer
_____ 22. Mechanic
_____ 23. Military service
_____ 24. Model
_____ 25. Mortician
_____ 26. Musician
_____ 27. Nurse
_____ 28. Park ranger
_____ 29. Photographer
_____ 30. Pilot
_____ 31. Radio/TV broadcaster
_____ 32. Rancher
_____ 33. Secretary
_____ 34. Teacher
_____ 35. Veternarian

Student signature _____ 13

April 20, 1990

Dear

Thank you for accepting our invitation to be a guest speaker for Career Day sponsored by the Guidance Department of Eastern Hills Middle School. Your contribution of providing first-hand information about your career to our students will be very helpful in stimulating their thinking concerning their eventual choices of a career.

The primary objectives of the Career Day are: 1) to expose the students to different professions so that they will begin formulating concepts about the world of work and, 2) to help increase their motivation to learn as they preceive the relationship of school work to employment requirements.

As per our telphone converstion, the Career Day will be held on Friday, May 4, 1990. A luncheon will be provided for all presenters between 12:05 to 12:50. Beginning at 12:55 the students will pursue a schedule that will enable each student to hear three different speakers. The length of time set aside for each session will be 35 minutes. Each presenter is asked to speak to three different groups of students. After the presentations the presenters are invited back to the library for coffee and to complete an evaluation.

Enclosed you will find a list of speakers and suggestions you may find helpful in preparing your presentation. Your room assignment is and the designated teacher will assist you in that room.

Again, we appreciate your willingness to give our students some of your valuable time in the interest of our students' complete education. Please feel free to contact either of us a 690-6016 if you need additional information or help of any kind.

Yours for a better education,

_____
Nan LaCavera, 8th Grade Counselor

_____
Sharon Brown
6th and 7th Grade Counselor

SUGGESTIONS FOR CAREER DAY PRESENTERS

The following outline is provided as an aid in helping you prepare your presentation for Eastern Hills Career Day. We hope it will prove beneficial.

I. **NATURE**
   1. Describe the occupation.
   2. Principal division of the work, the kind of work done, and the people to do the work in each division.
   3. Nature of the beginner's work.
   4. Equipment needed to do the work.

II. **IMPORTANCE**

III. **PREPARATION**
   1. What grade level of education is demanded? What is desirable?
   2. Is a general or technical education needed?
   3. How can the individual prepare for the work? Where?
   4. What is the importance of the student's current education to their future?

IV. **ABILITIES**
   1. What special abilities are needed to do successful work?
   2. Which of the following abilities are especially needed? "To get along with people?" "To follow direction." "To use good English." "To lead others." "To write well." "Common sense." "Good personality." "Dependability." "Courtesy." "Iniatitive." "Perserverance." etc.

V. **INCOME**
   1. What is the average yearly income of a beginner? Of the experienced worker?
   2. Is their opportunity for growth? promotion?

VI. **ADVANTAGES AND DISADVANTAGES**
   1. Are the work hours regular or irregular?
   2. Is the occupation overcrowded at the present time?
   3. Is the occupation personally rewarding?

VII. **OPPORTUNITIES**
   1. Are there opportunities in our own community?
   2. Where are the best opportunities in this field of work?

VIII. **RELATED FIELDS**

IX. **JOB APPLICATION**
   1. When should application be made?
   2. What constitutes the most effective kind of application?

X. **OTHER SUGGESTIONS**
   1. This age group will respond most favorably when audio visual aides are used, including posters, tools, uniforms, etc,
   2. Also, this age group is likely to be quite blunt regarding salary, pay or money in general.

Eastern Hills Middle School Career Day
300 Indian Trail
Harker Heights, Texas

May 4, 1990
12:05 - 3:00

Agenda

12:05 - 12:50	Luncheon
12:55 - 1:30	Session 1
1:35 - 2:10	Session 2
2:15 - 2:50	Session 3
2:55 - 3:00	Coffee and Evaluation

The presenters for Career Day are listed below. Presenters please report to the library.

CAREER	PRESENTER	ROOM/HOST TEACHER
Accountant		201/
Actor/Actress		220/
Aeronautics		CR/
Artist		210/
Attorney		205/
Banker		211/
Child abuse investigator		218/
Child care provided		101/
Construction worker		ITC/
Counselor/Psychologist		200/
Dance instructor		114/
Dentist		111/
Doctor		207/
Firefigther		219/
Floral designer		217/
Hair dresser		212/
Hypnotherapist		204/
Interior decorator		109/
Karate Teacher		213/
Law enforcement officer		119/
Mechanic		103/
Military services		215/
Model		BH/
Mortician		209/
Musician		120/
Nurse		117/
Park ranger		105/

TO: EHMS FACULTY

FROM: GUIDANCE DEPARTMENT

DATE: MAY 4, 1990

SUBJECT: CAREER DAY

Please distribute the Career Day schedules to your 3rd period class at the beginning of the period. The 1st session begins at 12:55.

ADVISE IMMEDIATELY IF A STUDENT DOES NOT HAVE A SCHEDULE!

ALSO

RETURN TO THE COUNSELOR'S OFFICE ANY SCHEDULE THAT DOES NOT BELONG TO A STUDENT ASSIGNED TO YOUR CLASS

ALSO

SEND TO THE MAIN OFFICE THE SCHEDULE OF ANY STUDENT WHO IS ABSENT. If they come to school late we will be able to give them their schedule without disturbing your class.

Please advise the students of the following:

1. Take your schedule with you to each session. It will be your ticket into that session.
2. Go directly from one session to the next. You must be on time or you will be sent to d-hall.
3. If procedures are not followed, or if behavior is not appropriate, or if you lose your schedule you will be sent to d-hall in the athletics weight room.

At the conclusion of Career Day you will report to your 8th period class to complete an evaluation.

17

STUDENT CAREER DAY EVALUATION

1. Did you gain any useful career information from Career Day? Yes No
2. Was the presentation time sufficient? Yes No
3. Did you receive notice about Career Day from your teachers? Yes No
4. Were you able to get at least 50% of your choices? Yes No
5. Did you understand the choice selection procedure? Yes No
6. Did your presenter cover the following topics?
   - Job duties Yes No
   - Salary expectations Yes No
   - Educational requirements Yes No
   - High school subjects needed Yes No
   - Chance for advancement Yes No
7. Would you like to have career day every year? Yes No
8. Would you like to have career day less often? Yes No
9. Which of your three presentations did you like the most? _____
10. Which of your three presentations did you like the least? _____
11. What did you like most about Career Day? _____
12. What did you like least about Career Day? _____
13. Please provide us with other comments to help us plan an even better Career Day in the future.

18

PRESENTERS CAREER DAY EVALUATION

1.	Was the time allowed sufficient for your presentation?	Yes	No
2.	Did you have the audiovisual materials you requested?	Yes	No
3.	Did we give you sufficient notice to prepare?	Yes	No
4.	Was the information provided to you adequate?	Yes	No
5.	Was your experience at Career Day enjoyable?	Yes	No
6.	Was your student facilitator helpful?	Yes	No
7.	Do you feel this is a worthwhile student experience?	Yes	No
8.	Did you find the students' behavior appropriate?	Yes	No
9.	Would you be interested in presenting next year?	Yes	No
	If yes, Please sign. _____		

Please give us your suggestions or comments.

TO: Bob Massey-KISD Communications Director and
Lisa Cochran-Reporter Killeen Daily Herald

FROM: Sharon Brown-6th and 7th Grade Counselor, Eastern Hills
Nan LaCavera-8th Grade Counselor, Eastern Hills

DATE: April27, 1990

SUBJECT: Career Day

On May 4, 1990, Eastern Hills Middle School will hold a Career Day. Thirty-six career fields will be represented by members of our community who have graciously consented to give the school an afternoon of their time. Several of the student's parents will provide a luncheon in the library for the speakers. The student body will go on a mock schedule for the afternoon which will enable them to hear three 35 minute presentations on careers of their choice. The Career Day is planned and coordinated by the Guidance Department in an effort to present the concept of preparation and achievement now as the basis for goal attainment in the world of work.

Other Career Week activities are listed below:

Monday: 1) Students and teachers will decorate halls with career posters.

2) Theatre arts students and the teacher will decorate the second floor display case.

Wednesday: Faculty will dress in college alma mater colors and share information about their colleges and/or universities.

Thursday: 1) Theatre arts students will perform a live mannequin display depicting dress/costumes of of various careers. This will be on the stage in the cafeteria at the beginning of each lunch period.

3) Students will dress in the attire of a career of their choice.

Friday: Career Day